Use this report to track employee processes.

1. From the main screen, type transaction code: **ZHR_Processes_Report**.

2. Click the **Enter** button ✅ or press **Enter** to continue.

3. *Application* – The defaults to PA Personnel Administration (do not change).

4. *Initiated by* – Type your SAP ID.

   AND/OR

   Personnel ID – Type the PerNr(s).

5. Click the **Execute** button 🕐 or press **F8** to execute.

6. The list of processes and the status of each process displays.

7. Click the **Print** button 🖨 or press **Ctrl+P** to print.